

# Community Recognition Fund 2024

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## Scheme Outline



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development

Ár dTodhchaí  
Tuaithe  
Our Rural  
Future



## **A. Introduction and Background**

The Community Recognition Fund 2024 ('the Fund') aims to support the development of community infrastructure and facilities for the entire community in recognition of the contribution being made by communities across the country in welcoming and hosting significant numbers of arrivals from Ukraine and other countries.

The funding is specifically targeted at projects that are located in communities, towns and villages that are hosting the Beneficiaries of Temporary Protection and/or International Protection Applicants ('new arrivals') including towns identified for the rapid build homes programme. The Fund aims to support the development of facilities that will be used in the future by all members of the community. It is separate in its objectives and scope to any other public funding streams which aim to support the development of public service needs arising from the significant number of arrivals from Ukraine and other countries.

€50 million is available under the Fund, and this is allocated between each local authority based on the number of new arrivals located there. Applications can be submitted by a local authority to DRCD across three application windows, the last of which will close on 31<sup>st</sup> January 2025. Projects must be fully delivered by the end of 2026.

## **B. Grant Allocations and Rates**

The Fund is allocated between each local authority based on the number of new arrivals located there, taking into account both the level of new arrivals and the relative level of new arrivals vis a vis overall population in a local authority area. The amount of funding allocated to each local authority under the Fund is set out in Appendix 1.

Given the nature and objectives of the Fund, the local authority will have discretion to avail of 100% of the costs of the project from the Fund to ensure it is delivered in full. Local authorities should clearly set out in their funding proposal the rate of aid that they wish to avail of for each project, ensuring that the project can be delivered fully based on the funding provided. **Local Authorities must ensure that where rate of aid of less than 100% is sought, the project must be achievable and completed in the timelines given.**

This funding should not be used as a co-funding source for any other scheme operated by the Department of Rural and Community Development or any other Government Department, nor should this funding be used as a co-funding source for any other project funded under CRF 2023.

### **C. Engagement with Communities and identifying locations**

It is **essential** that the funding proposals submitted by each local authority are developed based on direct engagement with impacted communities and in consultation with elected representatives, the Local Community Development Committee (LCDC), the local Community Response Fora and Local Development Companies. Proposals should also be consistent with Local Economic and Community Plans.

Local Authorities should create a dedicated space on their website outlining the various ways communities can access Community Recognition Funding and details of any workshop/consultation events. Once created Local Authorities must provide the link to this space to the CRF Unit of DRCD who can publicise the information and direct queries to the page. Local Authorities must clearly outline, in the proposal forms, how this community engagement and collaboration took place, and should also include dates of public events or workshops, and details of how the funding is advertised and promoted locally.

The proposal form must also demonstrate that the funding is targeted at, and specifically invested in, those communities, villages and towns where the **highest level** of new arrivals are located and where there is a **clear need for investment** identified. This must be clearly demonstrated in the proposal form, so that funding is allocated to the most appropriate projects in the specific city areas, towns and villages where significant numbers of new arrivals are located – proposals which spread projects throughout a municipal area or city area without clearly linking the funding to the specific location of new arrivals and their level of need will not be approved.

The proposal must also demonstrate that the local authority has considered the distribution of funding under the 2023 Community Recognition Fund as part of the allocation of funding and selection of projects under this second iteration of the Fund i.e. the distribution of funding across both the 2023 and 2024 funds combined should reflect where new arrivals are located.

Proposals which do not display adequate levels of community engagement and appropriate targeting of support will not be approved. The application form has been amended compared to the 2023 Community Recognition Fund to ensure sufficient information is provided in this regard.

### **D. Eligible Projects**

Projects to be funded will be capital in nature, deliver medium-long term benefits for the communities in which they are located, and be capable of being delivered over the course of 2025 and 2026. A minimum spend of 50% of the allocation must be incurred in 2025. Eligible projects will receive funding for capital costs, but not for any ongoing operational or running costs.

The minimum level of funding for an individual project is €50,000 with a maximum of €500,000 applying. Smaller projects cannot be artificially combined to meet the minimum threshold of €50,000 – while the 2023 scheme provided funding for small scale investment in clubs and communities (e.g. for small scale equipment), the focus of the 2024 scheme is on projects of greater scale and impact.

For projects over €200,000 additional information must be provided at application stage giving further details on the needs identified in the location, the engagement and collaboration that resulted in the selection of the location and specific project and the capacity of the community to progress the proposed project in line with the terms and conditions attached to the funding. Please use Appendix 4 for providing an individual detailed business case to support the investment for each project that exceeds €200,000.

The maximum of €500,000 can be exceeded in very exceptional cases based on the provision of a business case from the relevant local authority. The business case must outline the rationale for higher funding due to factors such as substantial local needs, a particularly strong concentration of arrivals in one location, low levels of previous investment in the impacted area and/or other specificities of the area; the local authority should discuss this with DRCD in advance of making a business case

Local authorities have scope to invest the funding based on their own distinct local needs as identified through a “bottom-up” approach and based on the community engagement referenced above.

However, the type of projects eligible for funding are:

- development, enhancement or refurbishment of community or cultural facilities including play areas, walkways, parks, community/sensory gardens, allotments, and recreational areas;
- development, enhancement or refurbishment of local club and sports facilities including facilities such as community swimming pools, changing rooms, toilets, digital aids such as score / information boards etc.;
- enhancement to school/parish facilities which are open to use by all of the community after school hours;
- purchase of equipment for local clubs, festivals, community events and organisations e.g. music, arts or sports equipment;
- transport infrastructure such as the purchase of community vehicles, bus shelters and attendant information boards; (any vehicle funded must be in good condition and not more than 5 years old)
- projects that help address dereliction and/or wider local economic and community development objectives;
- purchase and refurbishment of vacant or derelict buildings for community use where a clear need is identified.

- Purchase of land and associated works for the development of community facilities such as play areas/ MUGAs or town parks/ community gardens, recreational areas etc. **(purchases must only be administered by the local authority).**

It is intended that this list offers considerable flexibility for local authorities to develop proposals that reflect the needs of their own communities and projects that will deliver real medium-long term benefits to those communities. However, in the course of developing their proposals, it is open to local authorities to discuss with the Department potential funding proposals outside the scope of the above list.

Where the maximum funding levels under this scheme may limit the potential to purchase and renovate a targeted building, the local authority may wish to purchase the vacant building under this fund and its' subsequent renovation can form part of an application under another scheme such as the Town and Village Renewal Scheme.

#### Project delivery by community groups

Projects can be delivered directly by the local authority. However, in the interest of ensuring direct community engagement, it is also open to local authorities to deliver these projects via community organisations, in a similar manner to the management of the ORIS and CLÁR programmes. This provision does not apply to the purchase of land and buildings as set out in the final bullet point above.

Where a projects is being delivered via a community organisation, the local authority must satisfy itself that the organisation are fully aware of the terms and conditions associated with the funding. For larger projects, in particular, the local authority should ensure the community organisation has sufficient cash flow to ensure the project is deliverable and that they have capacity to do so. In order to support community organisations with cash flow, interim drawdown requests will be accepted by the Department once all material is submitted by the Local Authority.

#### **E. Application process**

Each local authority will submit funding proposals to the Department for approval (see Appendix 2 for the forms to be completed as the funding proposals). Each proposal form consists of an overview document to be submitted in Microsoft Word format and details in respect of each project in separate Microsoft Excel template (see Appendix 3) circulated to each local authority. These proposals will, inter alia, outline the projects to be delivered, the indicative cost for each project broken down by the constituent elements, confirmation that the projects are to be located in the towns, villages and communities most impacted by new arrivals, and the community engagement undertaken.

**Projects situated in towns, villages or specific city locations that do not have high levels of new arrivals will not be deemed eligible.**

The Department will examine each proposal and will revert to local authorities with any queries. No works should commence in advance of formal funding approval from the Department. All approved funding proposals will be the subject of a funding agreement between the local authority and the Department.

Funding proposals can be submitted to the Department across 3 application windows i.e. each local authority can submit one proposal (and one proposal only) under each application window. In order to address changes in the numbers and locations of new arrivals during 2024, each local authority must reserve at least 20% of their allocation for the submission of a proposal under the third application window. The application windows are as follows:

Application window 1	Up to 31 <sup>st</sup> May 2024
Application window 2	1 <sup>st</sup> August to 30 <sup>th</sup> September 2024
Application window 3 (minimum 20% of allocation ring-fenced)	1 <sup>st</sup> January 2025 to 31 <sup>st</sup> January 2025

**No changes to applications will be accepted after the proposal form is submitted for review by the Department.** The Department may approve projects on a rolling basis or, alternatively, on a collective basis across all local authorities after the closing date for each application window.

#### **F. Administration and Technical Support**

Funding of 5% up to max. of €100,000 of the total allocation per local authority is allowable for local authority administration and technical costs. Professional fees relating to engaging external expertise to deliver the projects are not included in this allocation. Rather, such costs should be claimed as part of the project delivery claim.

This 5% is contingent on the delivery and completion of projects outlined in the approved funding proposal and in line with all terms and conditions associated with the Fund.

Local authority administration and technical costs can be claimed once the funding agreement has been signed and submitted to the Department.

## **G. Claim process**

While the costs provided in the funding proposal will be indicative in nature, funding will be drawn down from the Department based on actual costs incurred and appropriate documentation must be retained in this regard.

Where a project is delivered via a community organisation, the local authority must incur the expenditure (i.e. issue payment to the community organisation) before it can claim the funding from the Department.

In order to draw down funding, and particularly to assist community groups manage their cash flow, local authorities can submit interim claims to the Department as required. All claims must be accompanied by invoice lists and Agresso (or equivalent) printouts corresponding to the funding being drawn down. Interim claims must be accompanied by a report outlining what elements of each project have been completed to date.

Drawdown should be submitted using a funding drawdown request claim form which will be provided as part of the funding agreement.

A case study must accompany the final claim and should include photographic evidence to demonstrate the delivery of the completed project as approved under the funding proposal, as amended. The final payment will be contingent on confirmation of project completion including submission of a case study and evidence of appropriate signage.

Interim claims for expenditure incurred in 2025 should be submitted on or before **14<sup>th</sup> November 2025**. Final claims should be submitted on or before **13<sup>th</sup> November 2026**.

Should circumstances change over the course of the project delivery and some of the key project elements are no longer deliverable, the local authority should notify the Department and seek prior written approval of any amendments using the appropriate amendment form.

### **Purchase of Buildings or Lands**

For the purchase of buildings or lands, funding can be drawn down by the local authority once evidence can be provided that the building has gone 'sale agreed', contracts have been exchanged and that full funds have been transferred from the local authority for the purchase. If the purchase subsequently does not progress to full closure, all monies must be returned to the Department. To draw down funds, local authorities will need to have:

- i. An independent assessors' report confirming the value of the building
- ii. Building Inspection Report/ Building Survey
- iii. Proof that the sale has been legally agreed
- iv. Proof of transfer of the monies from the local authority

## H. Timeline for Delivery

The key dates for the funding proposal and delivery are:

Application window 1	Up to 31 <sup>st</sup> May 2024
Application window 2	1 <sup>st</sup> August to 30 <sup>th</sup> September 2024
Application window 3 (minimum 20% of allocation ring-fenced)	1 <sup>st</sup> January 2025 to 31 <sup>st</sup> January 2025

Interim claims for expenditure incurred in 2025 should be submitted on or before **14<sup>th</sup> November 2025**. Final claims should be submitted on or before **13<sup>th</sup> November 2026**.

All projects should be fully delivered and funds drawdown by November 13<sup>th</sup> 2026.

## I. Procurement & Governance

National Procurement Guidelines and DPENDR [Circular 13/2014](#) this circular must be adhered to in respect of each project funded under the funding proposal, and confirmation of this will form part the Department's control regime for the Fund.

## J. Existing Schemes

The funding should not be used to fund or co-fund existing financial commitments from any Government Scheme already approved for delivery by the local authority. However, funding can be used to deliver projects that are complementary to existing projects or to fund a different phase of an existing project. In the context of these types of projects, it is important that appropriate documentation is provided at claim stage to clearly delineate each discreet project showing clear lines of funding/payment etc.

## K. Publicity

Local authorities will acknowledge the support of the Department and reference '*Our Rural Future*' in all public announcements, scheme documentation and advertising, as appropriate, relating to projects supported under the Fund. Appropriate signage should be erected at the project location and a template is set out in Appendix 6.

In addition, the Department may seek to use the details of the works funded in each local authority in the broader promotion of its policies. Detailed case studies will support this and should be submitted with all final drawdown claims.

The approved project proposals and details of the specific approved projects will be formally announced and published by the Department.



## **L. Documentation to be Retained**

Each local authority must retain sufficient documentation to demonstrate the delivery of completed projects as set out in the funding proposal. This will include retention of the approved funding proposal and any subsequent approved amendments, documentation to demonstrate compliance with DPENDR [Circular 13/2014](#), National Procurement Guidelines, and evidence of any payments made in respect of completed approved projects.

Full and accurate documentation to support all expenditure should be maintained by the local authority and must be accessible by Department for audit purposes at all times, for a period of six years from the date of completion of the projects.

Local authorities will provide any reports and information relating to approved projects as may reasonably be requested by the Department from time to time.

## **M. Funding Conditions**

Non-Compliance with the conditions as outlined herein or in the funding agreement or non-compliance with any additional stipulations agreed during contract negotiations may result in the requirement to refund part or all of the funding awarded by the Department.

All expenditure under the Fund is also subject to the terms of the [Public spending code](#) and [DPENDR Circular 13/2014](#).

All appropriate financial, public procurement and accounting rules and regulations must be complied with, and each local authority will fully account for the funding received in a timely manner.

All the requirements set out in this document must be adhered to in order to qualify for the drawdown on funding.

A separate funding agreement will issue following approval of each project proposal.

## **N. Monitoring of Funding**

The Department may carry out appropriate pre or post-payment checks of project payment claims to verify compliance with funding conditions, project delivery and the reality of expenditure where appropriate.

The checks may include an examination of the file maintained in respect of approved projects together with any other relevant documentation identified during the course of the on-the-spot check.

The local authority will make books and accounts available to the Comptroller and Auditor General as required.

### O. Queries

Any queries regarding the Fund should be sent to [crf@drccd.gov.ie](mailto:crf@drccd.gov.ie)

### P. Glossary of Appendices

Appendix Number	Appendix Name	Issued With
1	Funding Allocations	Scheme Outline
2	Funding Proposal Application WORD	Scheme Outline
3	CRF 2024 Project List EXCEL	Scheme Outline
4	Business Case for over €200K projects	Scheme Outline
5	Amendment to Approved Projects	Funding Agreement
6	Signage Template	Funding Agreement
7	Case Study	Funding Agreement
8	Draw Down Request Form	Funding Agreement

### Q. Project Reference Numbers

Please see table below for first project number to be used when completing excel sheet. Second project number to end in 002, third project 003 and so on.

Local Authority	Project Number	Local Authority	Project Number
Carlow	CRF24CW001	Cavan	CRF24CN001
Clare	CRF24CE001	Cork City	CRF24CC001
Cork County	CRF24COR001	Donegal	CRF24DL001
Dublin City	CRF24D001	Dun-Laoghaire Rathdown	CRF24DLR001
Fingal	CRF24FIN001	Galway City	CRF24GC001
Galway County	CRF24G001	Kerry	CRF24KY001
Kildare	CRF24KE001	Kilkenny	CRF24KK001
Laois	CRF24LS001	Leitrim	CRF24LM001
Limerick	CRF24LK001	Longford	CRF24LD001
Louth	CRF24LH001	Mayo	CRF24MO001
Meath	CRF24MH001	Monaghan	CRF24MN001
Offaly	CRF24OY001	Roscommon	CRF24RN001
Sligo	CRF24SO001	South Dublin	CRF24SD001
Tipperary	CRF24T001	Waterford	CRF24WD001
Westmeath	CRF24WH001	Wexford	CRF24WX001
Wicklow	CRF24WW001		

## Community Recognition Fund (CRF) 2024

### Appendix 1 – Funding Allocations

Local Authority	CRF 2024 Allocation
Carlow County Council	€1,171,621
Cavan County Council	€1,155,190
Clare County Council	€2,608,408
Cork City Council	€1,214,022
Cork County Council	€2,014,691
Donegal County Council	€3,391,917
Dublin City Council	€2,140,584
Dun Laoghaire-Rathdown	€765,487
Fingal County Council	€1,538,573
Galway City Council	€1,702,897
Galway County Council	€1,303,230
Kerry County Council	€3,946,095
Kildare County Council	€830,007
Kilkenny County Council	€867,987
Laois County Council	€1,012,996
Leitrim County Council	€2,212,974
Limerick City And County Council	€1,400,378
Longford County Council	€893,486
Louth County Council	€1,317,173
Mayo County Council	€2,428,540
Meath County Council	€1,188,066
Monaghan County Council	€914,972
Offaly County Council	€1,055,308
Roscommon County Council	€1,002,434
Sligo County Council	€1,742,899
South Dublin County Council	€2,249,663
Tipperary County Council	€1,465,434
Waterford City And County Council	€1,436,394
Westmeath County Council	€1,740,646
Wexford County Council	€1,703,377
Wicklow County Council	€1,584,550
<b>Total</b>	<b>€50,000,000</b>




**Outline the steps taken to ensure that the proposed locations and projects have been identified in consultation with relevant communities and in particular in consultation with the local Community Response Fora, LCDC and LDCs. List events that facilitated this consultation e.g. Town-Hall meetings, advertisement, local media, social media, consultation with elected representatives, PPN's, resident's associations etc.**

**Max 500 Words**

**On the associated Appendix 3, (Excel Sheet) outline the locations selected for funding under this proposal, the reasons why these locations were selected and, for each project, the rationale for proposing that this be put forward for funding**

**Has any of the proposed projects (or elements) previously been awarded funding under any other Governments Departments scheme, if so please provide details.**

**Has any of the proposed projects (or elements) previously been awarded funding under any of the Department of Rural and Community Development's Schemes (including CRF 2023): If so please provide details.**

**For projects over €200,00 please complete Business Case Template in addition to application form (see Appendix 4)**

**Use of Data**

The information on this form will be used by the Department of Rural and Community Development for the purposes of processing the application. Further information may be sought by the Department to clarify aspects of the project proposal. The form may be shared with other Government Departments for assessment purposes. The Department may draw on broader, more specialist expertise where required, and such information as considered necessary to complete an assessment of your proposal may be shared with those experts.

The Applicant and the Department are subject to the data protection and privacy laws of Ireland and the EU, in particular the Data Protection Act 2018 and Regulation (EU) 2016/679, known as the EU General Data Protection Regulation (“GDPR”). Any personal information which you provide as part of the application process will be obtained and processed in compliance with Data Protection legislation.

The Department retains the right to disclose for the purposes of a request under the Freedom of Information Act 2014 or otherwise, in connection with the funded project(s) –

- i. any information supplied by the Applicant to the Department, and
- ii. any relevant data gathered by the Department in administering grant aid to the project, except where the information is considered to be personal or commercially sensitive.

### **Declaration by Lead Applicant**

This declaration must be signed by an officer authorised at a senior level within the lead applicant organisation i.e. at least Director of Services level in a Local Authority, Director in a State Body.

I confirm that I have read and understood this document and declare that the particulars supplied in this funding proposal are true and correct and that –

- The costings are accurate and reasonable.
- All necessary permissions are in place e.g. planning consent etc.
- All relevant ecological survey work (if applicable) has been undertaken or will be undertaken e.g. Appropriate Assessment screen.
- There is evidence of ownership (if applicable) or the consent of the landowner.
- The project will comply with Public Procurement Guidelines.
- The project conforms to the LECP and other local or regional plans.
- No funding has been allocated for the same works from any other sources.

Proof of the above is not required at the time of application but must be available to the Department or its agents on request.

I acknowledge the information regarding the use of data set out above and give consent to the Department of Rural and Community Development for the sharing of all information, personal or otherwise, contained in this funding proposal and any attachments accompanying it, in accordance with the uses of the data and information provided above.



**Local Authority:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name in Block Capitals:** \_\_\_\_\_

**Position (DOS or equivalent):** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Community Recognition Fund (CRF) 2024**  
**Appendix 4 – Business case for each Project Over €200,000**

<b>Project name</b>
<b>City, town or village name</b>
<b>Summary of the proposal</b>
<b>Project rationale &amp; rationale for selecting this location</b>
<b>Outline the community engagement and consultation</b>
<b>Outline the capacity of the group to deliver the project as outlined</b> Include details of the track record of project partners and experience of delivering similar projects
<b>Identified needs this project will aim to address</b>